

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Baker

Class Code: 70132

A. Purpose:

Prepares bakery items by reviewing menu requirements, scaling recipes, mixing ingredients, baking items, and cleaning or sanitizing the bakery and bakery equipment.

B. Distinguishing Feature:

Baker prepares breads, pastries, desserts, and related bakery goods in accordance with menu requirements.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Prepares and bakes loaves, rolls, biscuits, puddings, cakes, cookies, pies, pastry items, and related bakery goods to ensure accordance with menu.
2. Operates and performs minor maintenance to mixers, ovens, steam kettles, electric knives, blenders, and related equipment and cleans equipment to ensure a safe and healthy environment.
3. Stores flour, sugar, shortening, and related food supplies to ensure proper storage.
4. Tests and suggests new recipes by adjusting recipes and maintaining a recipe file to ensure techniques used are recorded.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically no subordinates report to this incumbent, but the incumbent may provide work direction to coworkers.

E. Challenges and Problems:

Challenges include preparing correct amounts of bakery goods with no waste, preparing a variety of bakery goods for individuals with special needs, and preparing bakery items on short notice when ingredients and/or supplies are running low.

F. Decision-making Authority:

Decisions include determining what dessert to prepare from a planned menu, for example the menu may say pie and the incumbent determines what type of pie to make; how to decorate desserts; testing of new recipes; and proper storage of foods.

Decisions referred include ordering supplies; maintaining inventory; equipment purchases; and menu planning.

G. Contact with Others:

Daily contact with coworkers and customers to serve bakery items.

H. Working Conditions:

The incumbent is required to stand for extended periods of time, lift heavy pots and kettles, work near hot ovens and ranges, and is subject to hazards such as cuts, burns, and falls.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the techniques, materials, and equipment used in baking;
- mathematical fractions;
- health, safety, and sanitary practices.

Skill to:

- perform minor maintenance on bakery equipment.

Ability to:

- operate bakery equipment such as ovens, mixers, and bread slicers;
- follow directions and recipes.